



**PARKER INDIAN HEALTH CENTER
OFFICE OF HUMAN RESOURCES
12033 AGENCY ROAD
PARKER, AZ 85344**



POSITION: Maintenance Mechanic

REANNOUNCEMENT

ANNOUNCEMENT NUMBER: CRSU 03-076

OPENING DATE: 11/25/2003

CLOSING DATE: 12/19/2003

DUTY LOCATION: Maintenance Department, PHS Indian Hospital, Colorado River Service Unit, Parker, Arizona

SERIES/GRADE/SALARY: WG-4749-10, \$18.26 per hour

TYPE/NUMBER OF POSITIONS: 1 Position/Permanent Full Time

AREA OF CONSIDERATION: Indian Health Service Wide

PROMOTION POTENTIAL: NONE

HOUSING: Private housing only

TRAVEL EXPENSES: No expenses paid

Brief Description of Duties: Incumbent is responsible for performing maintenance tasks on heating and air conditioning, electrical, boiler plant maintenance, pipefitting work, plumbing work, heating equipment maintenance, carpentry work, painting, boiler plant operation, cement and tile setting, grounds and landscaping, preventative maintenance, etc. Installs, recognizes cause of faulty equipment, makes repairs on a variety of domestic and commercial refrigeration and air conditioning units and systems. Traces and locates defect to determine type and extent of repair needed. Installs, repairs, and maintains a variety of domestic heating equipment and systems. Completes needed repairs on electrical equipment. Performs other duties as assigned.

Qualification Requirements: Applicants must be able to perform the tasks of the position. Rating will be based on the following elements:

1. Ability to do the work of the position without more than normal supervision.
2. Knowledge of preventive maintenance.
3. Knowledge of technical practices.
4. Ability to use measuring instruments.
5. Ability to interpret instructions, specifications, etc.
6. Ability to use and maintain tools and equipment.
7. Knowledge of materials.

Supplemental Experience Statement must be submitted. This Supplemental Statement will be the principal basis for determining whether or not you are best qualified for the position.

Maintenance Mechanic, WG-4749-10
CRSU 03-76
CLOSES: 12/19/2003

SUPPLEMENTAL EXPERIENCE STATEMENT
(To accompany OF-612, Personal Qualifications Statement)
MAINTENANCE MECHANIC, WG-4749-10

NAME: _____

BIRTH DATE: _____

NOTE TO APPLICANTS: Use columns II and III to answer questions in Column I. Use additional plain sheets of paper if needed.

Column I		
<p><u>ELEMENT A – ABILITY TO DO THE WORK OF THE POSITION WITHOUT MORE THAN NORMAL SUPERVISION.</u> Tell about experience you have had that shows you can work on the basis of your own judgment. Show the kinds of work you can do by yourself, without the help of a boss or supervisor. What responsibilities have you been given on jobs, in the Armed Forces, in your community, etc? Give examples of deadlines you have had to meet as a maintenance worker, janitor, or on other jobs.</p>	<p>Column II</p> <p>Indicate job number or experience block on OF-612 to which this refers.</p>	<p>Column III</p> <p>In this column, write your answers to the questions in Column I. For schooling, include formal school, trade school, military classes, etc.;</p>

state subjects & grade, tell experiences applicable to the position, paid or not paid, part or full time & hobbies appropriate to the job.

SUPPLEMENTAL EXPERIENCE SHEET
MAINTENANCE MECHANIC, WG-4749-10

NAME: _____

BIRTH DATE: _____

Column I		
<p><u>ELEMENT B – KNOWLEDGE OF PREVENTIVE MAINTENANCE.</u> Tell how you have gained and used this knowledge from the theoretical side (as in books or in school), and from the practical side (as in installing, operating, adjusting, repairing, fabricating, inspecting, etc.) Explain in detail your experience in this element as it applies to equipment, building, utilities, etc., in a health care facility. What have you made of parts manuals and catalogs? To what extent can you use this knowledge on the basis of your own judgment? How much help and explanation must you get from your supervisor? If you have used this knowledge for supervising or instructing others, what supervision or instruction did you give, and to what kind of workers?</p>		
<p><u>ELEMENT C – TECHNICAL PRACTICES.</u> Give some examples of work you have done which required inventing new methods to do tasks that cannot be done in regular ways. Give some examples of work done which required the use of trade math in making computations. Tell about work done which required knowledge and experience in new and up-to-date trade practices. Give examples of work you have done which required precise fitting. Tell about any trade organizations you are active in and any trade publications you regularly read.</p>		
Column II	Column III	

SUPPLEMENTAL EXPERIENCE SHEET
MAINTENANCE MECHANIC, WG-4749-10

NAME: _____

BIRTH DATE: _____

Column I	Column II	Column III
<p><u>ELEMENT D – USE OF MEASURING INSTRUMENTS.</u> What mechanical and electrical measuring instruments have you used? For measuring instrument and testing instrument used, give examples of what you used it for and tolerances to which you had to test or measure. You should include any experience with instruments for carpentry, electrical, masonry, plumbing, boiler, heating, air conditioning, refrigeration, and tell your degree of proficiency with the instruments used. Describe any experience you have had in which you taught others how to use testing and measuring instruments; for what purpose?</p>		
<p><u>ELEMENT E – ABILITY TO INTERPRET INSTRUCTIONS, SPECIFICATIONS, ETC. (INCLUDES BLUEPRINT READING).</u> Tell to what extent and for what purpose you have used blueprints, drawings, diagrams, or sketches. Tell about your experience in preparing plans, drawings or sketches, and for what purpose these were prepared. Tell how you use manuals, specifications, etc., to determine the proper parts or materials for each job. Give some examples. Tell about your experience in using operating manuals, maintenance manuals, preventive maintenance schedules. Tell about any jobs you have had where you interpreted or explained prints, sketches, technical manuals for other employees.</p>		

SUPPLEMENTAL EXPERIENCE SHEET
MAINTENANCE MECHANIC, WG-4749-10

NAME: _____

BIRTH DATE: _____

Column I		
<p><u>ELEMENT F – ABILITY TO USE AND MAINTAIN TOOLS AND EQUIPMENT.</u> List the tools and equipment (not described before) that you can use, and tell where you have used them. Give examples of the more difficult work you have done with hand and power tools. To what extent have you adjusted, repaired, and maintained tools and equipment? Tell about any jobs where you have trained others in the use of tools and equipment, and the kinds of tools and equipment involved. Tell how you gained your knowledge of tools and equipment.</p>		
<p><u>ELEMENT G – KNOWLEDGE OF MATERIALS.</u> List the kinds of materials which you have had to know about and use such as hardware, plastics, chemicals, lumber, paint, glass, leather, conductors, fasteners, wiring, tubing, etc. Tell what jobs you used these on. Give some examples of your ability to substitute materials. Give some examples to show how you select material for different jobs according to purpose, trade standards, durability, strength, etc. How do you determine working properties, durability, and other characteristic of materials? Describe some project where you have had to estimate material needs and costs of maintenance, repair, or construction projects.</p>		
Column II		Column III

SUPPLEMENTAL EXPERIENCE SHEET
MAINTENANCE MECHANIC, WG-4749-10

NAME: _____

BIRTH DATE: _____

Column I

Use this space to describe any experience or training (not already described) which is appropriate to performing trades and crafts skills such as electrical, plumbing, heating, air conditioning, refrigeration, carpentry, painting, masonry, boiler plant operations, janitorial, laborer, caretaker, motor vehicle operator.

Column II

Column III

After completing this form, look it over carefully to make sure that you have signed it and answered all questions. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

STATEMENTS CONCERNING QUALIFICATIONS MAY BE VERIFIED BY THE OFFICE OF
PERSONNEL MANAGEMENT: EXAGGERATION OR MISSTATEMENTS MAY BE CAUSE FOR YOUR
DISQUALIFICATION OR LATER REMOVAL FROM THE SERVICE.

CERTIFICATION:

I certify that all of the statements made in the application are true, complete and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant: _____

Date:

(Sign in Ink)

HOW TO APPLY

Interested applicant must submit one of the following (1) **OF-612** (Optional Application for Federal Employment), (2) SF-171 (Application for Federal Employment), (3) **Resume** or (4) any other written format; Plus Transcript of college courses; a copy of your most recent performance appraisal (and any other necessary documentation pertinent to the position being filled) to the Parker Indian Health Center, Personnel Management Branch, 12033 Agency Road, Parker, Arizona 85344, by the close of business on the closing date. Applicants will not be considered if the application is received after the closing date. **TELEFAXED COPIES AND INTERNET EMAIL SUBMISSIONS WILL NOT BE ACCEPTED.** Once an application is received, we will not honor request for copies. For information concerning this announcement, please contact Personnel Office, at (928) 669-3329.

INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS.

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Personnel Office to make a determination that you have the required qualifications for this position. **Specifically, the information provided under #8 (High School), #9 (College and Universities) and #10 (Work Experience) will be used to evaluate your qualifications for this position. Failure to include any of the information listed below may result in loss of consideration for this position.**

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with zip code), day and evening phone numbers (with area codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veterans Preference (attach DD-214). If you are claiming 10-point Veteran Preference (disabled, widow, wife, or mother of a totally disabled veteran), also submit a Standard Form 15 (claim for 10-point Veteran Preference) with the required documentary proof (VA Certification).
6. Reinstatement Eligibility (attach SF 50-B).
7. Highest Federal Civilian Grade held.
8. High School: Name, City, State (Zip Code if known) and date of Diploma or GED.
9. Colleges and Universities: Name, City, State (Zip Code if known), Majors, type and Year of any degree received (if no Degree show total semester or quarter hours earned). **Attach transcripts, if using education to qualify.**
10. Work Experience (paid and nonpaid): Job title, duties and accomplishments, Employer's name and address, Supervisor's name and phone number, starting and ending dates (month and year), hours worked per week, and salary.
11. Indicate if we may contact your current supervisor.
12. Job-related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.
13. Bureau of Indian Affairs (BIA) Form 4432, Verification of Indian Preference signed by appropriate BIA Official, or equivalent form issued by a Tribe authorized by P.L. 93-638 contract to perform the certification function on behalf of the BIA. Failure to do so will result in loss of due consideration as an Indian Preference applicants. For the Phoenix Area employees, written notification on the front of the application that your Indian Preference is a matter of record in your Official Personnel Folder (OPF) is acceptable for applicants claiming Indian Preference.
14. Performance Appraisal, if available, must be the most recent appraisal.
15. Supplemental questionnaire on Knowledge, Skills, and Abilities. It is important that you describe your qualifications in detail in order to receive proper evaluation in the ranking process.
16. **Required Application Questionnaire for Child Care Positions with original signature and date.** If submitted without original signature and date, the application is incomplete and will not be considered.

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for the Veteran Preference determination, Indian Preference, education, training and/or experience.

All material submitted for consideration under this announcement becomes the property of the Personnel Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent

statements or any form of misrepresentation in the application process could result in the loss of consideration for this position and/or a determination of unsuitability for Federal Employment.

CONDITIONS OF EMPLOYMENT: Immunization Requirement: If selectee was born after 12-31-56, he/she must provide proof of immunity to or evidence of adequate immunization against Rubella and Measles prior to entry on duty. The duty location may provide immunization or determine immunity or antibody through testing.

If this position is covered under the Child Care and Indian Child Worker Laws, P.L. 101-647 and P.L. 101-630, all applicants must sign the required "Addendum to Declaration for Federal Employment". Consideration for an offer of employment may be denied if there are affirmative responses on the addendum to the Declaration for Federal Employment.

Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

TIME-IN GRADE RESTRICTION: Merit Promotion candidates must have completed at least 52 weeks of service in a position no more than one grade lower than the position to be filled. (If selected under the Excepted Service Examining Plan, such individuals may be appointed under Schedule A Authority without regard to time-in-grade requirements).

MOTOR VEHICLE OPERATION REQUIREMENTS: Incumbent is required to operate a government motor vehicle and maintain a valid current State Driver's License.

SELECTIVE SERVICE CERTIFICATION: If you are male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with Selective Service System.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time after competitive appointment, time-in-grade restriction, and qualification requirements by the closing date of the vacancy announcement.

INDIAN PREFERENCE: Applicants or current Federal Service employees claiming Indian Preference must indicate on their application if they wish to be considered under the Indian Health Service Merit Promotion Plan, Excepted Service Examining Plan, or BOTH. If not, they will be considered under the IHS Merit Promotion Plan only.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above the Indian Health Service is an Equal Opportunity Employer.

EQUAL EMPLOYMENT OPPORTUNITY: The Phoenix Area Indian Health Service is committed to providing Equal Employment Opportunity without regard to race, color, sex, age, national origin, religion, physical handicap or sexual orientation.

Reasonable accommodation will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U.S. Code 791, Title 29.

Disabled Veterans, especially those who are 30% or more disabled, will be considered and are encouraged to apply.

Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Additional selection may be made from this announcement within 90 days from the date of the certificate provided the vacant position is an identical position, same geographical location and same conditions of employment.

Instructions for PHS Commissioned Corps Candidates: Active duty applicants must submit a copy of the current billet description, resume, or curriculum vitae. If not on active duty, but have applied for the Commissioned Corps, submit the same information as above (except billet description).

NOTE: Commissioned Corps applicants claiming Indian Preference will be evaluated by the Personnel Office against the applicable Preston Standard or the Civil Service, if no Preston Standard exists. These applications must describe the experience gained in their two most recent positions and provide the dates they occupied those positions. In addition, Commissioned Corps Indian Preference applicants must also provide information regarding education, including degrees obtained and schools attended, and they must include home/work telephone numbers if this information is not contained in the resume. When required by the Vacancy Announcement, these applicants must submit specific information related to any knowledge, skills, and abilities which are being used as selective factors. Commissioned Corps Indian Preference applicants must submit Form BIA 4432 as proof of Indian Preference.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) OR DISPLACED EMPLOYEES REQUESTING SPECIAL PRIORITY CONSIDERATION

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice of a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive the priority consideration you must:

1. Be a current (DHHS) career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice of a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice of CES along with your application.
2. Be applying for the position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g. submit all required documentation, etc.).
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position with undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your applicant package. The following categories of candidates are considered displaced employees.

A. Current or former career or career-conditional (tenure group I or II) competitive service employee who:

1. Received a specific RIF separation notice, or
2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place, or
3. Retired with a disability and whose disability annuity has been or is being terminated or
4. Upon receipt of a RIF separation notice, retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF", or
5. Retired under the discontinued service retirement option, or
6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under Section 8337(h) or 8456 of Title 5, United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have current (or last) performance rating of record of a least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from position in the same local commuting area of the position for which you are requesting priority consideration
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

Addendum to Declaration for Federal Employment
Indian Health Service
Child Care & Indian Child Care Worker Positions
(Civil Service and Commissioned Corps Applications)

Name: _____ Social Security Number: _____
(Please Print)

Job Title of Announcement: _____ Announcement Number: _____

Section 231 of the Crime Control Act of 1990, Public Law 101-647, requires that employment applications for Federal Child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, requires a criminal record check for positions in the Department of Health and Human Services that involve regular contact with or control over Indian Children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere to violent crimes.

To ensure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child?
(If YES, provide date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.)

Yes No

- 2) Have you ever been found guilty of, or entered in a plea of nolo contendere (no contest), or guilty to, any offense under Federal, State, or Tribal law involving crimes or violence, sexual assault, molestation, contact or prostitution, or crimes against persons? **(If YES, provide date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.)**

Yes No

FAXED COPIES WILL NOT BE ACCEPTED
Signature, Certificate, and Release of Information

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

SIGNATURE (Sign in ink; do not print) **DATE SIGNED** (Month, day, year)
MUST HAVE ORIGINAL SIGNATURE AND CURRENT DATE